

FUNDING BASICS SHARED UNIT AGREEMENT

Overview

The Division began the practice of shared unit contracts in 1989. The shared unit contract is an interagency agreement between the Department of Mental Health-Division of Developmental Disabilities Regional Office, and a contracted service provider. The Regional Office initiates these contracts. The purpose of the agreement is to ensure that individuals receive the highest quality of services in the most efficient manner. The contracts are established in order to: provide for a stabilized rate of reimbursement, provide services to meet identified needs of the Department's individuals, provide operational and financial stability, and to provide a mechanism for cost control. A shared unit contract pays a provider an annual amount, divided in 12 monthly payments, for an established service.

Policies

- All services provided under this agreement shall comply with the specifications and requirements contained in the Department's Programs and Services catalog.
- The contracted service provider shall provide their authorizing Regional Office with monthly reports that quantify the number of consumers served, services provided or obtained, consumer progress, and other information deemed necessary by the Regional Office / State Agency. These reports shall be reviewed by the Regional Office / State Agency at least quarterly and shall form the basis for quality assurance determinations.
- The contracted service provider shall maintain and submit upon request consumer and service specific daily attendance records that specify the service type, the date(s) of service provision, the number of units, the signature and title of the program supervisor and any other information deemed necessary by the Regional Office / State Agency.
- The contracted service provider shall maintain and submit upon request individual and specific progress notes which specify the service type, the time period being assessed, an assessment of consumer progress on the specific goals and objectives identified in the Individual Service Plan, the signature and title of the program supervisor and any other information deemed necessary by the Regional Office / State Agency.
- The contracted service provider shall compile the individual's progress notes on a monthly basis. The service provider shall participate in the individual's quarterly plan reviews upon the request of the authorizing Regional Office.
- The contracted service provider shall assist in the formulation, implementation, and evaluation of the consumer's annual Individual Service Plan with specific goals, objectives, and outcomes to meet the individual's need.

- Agencies with valid contracts with the Division are eligible to enter into shared unit agreements.

Procedures

- The Regional Office / State Agency initiate this agreement between agencies.
- An agreement may be entered into when no other funding source, such as Medicaid Waiver, is available to ensure that the consumers receive the highest quality of service appropriate to meet their individual need.
- Shared unit agreements are contracted within each Regional Office.

Support Coordinator (Formally Known as Service Coordinator) Roles / Responsibilities

- Support Coordinator shall be aware of what agencies have shared unit agreements with their Regional Office.
- Support Coordinators shall ensure that services provided under the shared unit agreements are documented in the individual's Individual Service Plan, including specific goals, objectives, and outcomes.
- Support Coordinators are responsible for the on-going monitoring of the services and documenting progress on the goals, objectives, and outcomes identified in the Individual Service Plan.